

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 13	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> June 9, 2013
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<b>Position Title:</b>	<b>Project Management Specialist (DG)</b> (Senior Rule of Law & Human Rights Specialist)
<b>Position Number:</b>	<b>94-02A</b>
<b>Duration:</b>	<b>one year with option to renew</b>
<b>Organization:</b>	<b>USAID/Democracy &amp; Governance Office (DG)</b>
<b>Salary Potential:</b>	<b>FSN-11</b>
<b>Application Deadline:</b>	<b>06/25/2013</b>
<b>Salary Range for a Fully Qualified Candidate:</b>	<b>Starts at LE 155,867 Gross Per Annum</b> <b>This is the Gross Annual Salary before deducting taxes.</b>

## BASIC FUNCTIONS OF POSITION

The incumbent has responsibility for rule of law (ROL) and human rights (HR) sector activities within the Office of Democracy and Governance (DG). The precise nature and number of contracts, cooperative agreements and grants under the incumbent's day-to-day management and the total dollar value of those mechanisms are subject to change as activities expire and new initiatives are brought on-line. In carrying out the day-to-day functions of this position, the incumbent is responsible for coordinating with other program elements within the DG office, which manages a wide portfolio of activities to promote the development. The incumbent serves as the authorized representative and project manager for rule of law and human rights activities as the Contracting Officer's Representative (COR) and/or as the Agreement Officer's Representative (AOR) for all related contracts, cooperative agreements and grants. In addition, the incumbent may be required to serve as alternate COR/AOR for other activities. In this COR/AOR capacity, s/he performs the full range of management, monitoring, advisory, analysis, analytical, and evaluation services to guide and facilitate the achievement of results for the assigned projects/activities. The incumbent also serves as the Mission Coordinator for countering trafficking in persons (C-TIP). As a core member of the DG Office, the incumbent may be required to work on broader DG activities such as elections, civic education, political participation of women and youth, media, anti-corruption, parliamentary strengthening and decentralization and, as appropriate, to coordinate the implementation of related activities managed by other Mission Offices and interagency offices.

## MAJOR DUTIES AND RESPONSIBILITIES

As a recognized expert in the field of rule of law and human rights, the incumbent leads Mission efforts in developing and managing relevant related activities, and provides technical advice and guidance on relevant DG activities. In this respect, s/he:

1. Conducts research, analysis and assessments of the structure and functions of the Egyptian legal and judicial sectors, with a specific focus on strengthening the rule of law and promoting and protecting human rights. Monitors ROL, Human Rights, and related developments within Egypt that impact more generally the advancement of democratic governance, and provides program guidance accordingly. Conducts and/or recommends more in-depth analysis and studies of the Egyptian legal and judicial system and human rights status, evaluates findings, and recommends actions that further USAID objectives for supporting the rule of law and human rights. Keeps USAID officials informed about major issues/changes in Government of Egypt (GOE) personnel, policies, law/legislation, and priorities, and advises them regarding impact on USAID objectives and activities in the rule of law and human rights sector. Analyzes and keeps abreast of reports, relevant press articles and other documentation that pertains to rule of law and human rights; and shares with ODG team (perhaps leading a discussion and/or analysis/interpretation of implications or ramifications).
2. As a core member of the DG team, contributes significantly to portfolio reviews, budget requests, activity planning documentation, results reports, policy reviews, and revisions or refinements of the democracy and governance strategy. As required, provides oral and written briefings to Mission management, the Embassy, and AID/Washington, as well as VIP visitors, regarding rule of law and human rights issues in particular and the DG portfolio in general. In addition, prepares and delivers oral or written presentations to USAID and relevant US embassy teams, counterparts, other donors, program participants and/or representatives of the Government of Egypt, as may be required.
3. Develops/maintains contacts and serves as a key USAID/DG liaison officer with ministers and high-ranking GOE officials as well as with non-GOE stakeholders, in order to effectively coordinate USAID activities in the sector and to collaborate effectively regarding USAID objectives. Contacts include but are not limited to the Ministry of Justice (MOJ), Prosecutor General's Office, the Supreme Constitutional Court and the court systems, Law School Faculties in Egyptian and international universities, the Lawyers' Syndicate, the Judges' Club, relevant elements of the private sector, and senior members of the legal profession and civil society/human rights leaders.
4. As the program manager and/or COR/AOR of rule of law and human rights activities and related contracts, cooperative agreements and grants, ensures the timely and adequate achievement of objectives and results. This includes monitoring and evaluating progress; monitoring and approving financial disbursements; identifying and resolving implementation problems/obstacles (assuring that senior management is engaged on a timely basis as major issues may arise); monitoring and guiding the work of contractors and

grantees; recommending actions to increase activity effectiveness; assuring submission and adequate review of grantee/contractor reports and drafting reports on significant meetings and site visits; preparing documents as may be required to expedite the implementation of activities; and providing advice and guidance to USAID officials on the overall resources, capacity, and capabilities of implementing entities.

5. Contributes to development of new or refinement of the approved DG strategy, with particular reference to ROL/HR aspects.
6. Represents the Mission and/or the DG Office, as may be required, at various business and social functions.
7. Travels outside of the office (approximately 30% of the time), for activity site visits and in order to meet and liaise with relevant partners, governmental counterparts, non-government partners, and program participants.

## **REQUIRED QUALIFICATIONS**

**EDUCATION:** Bachelor's degree required in anthropology, communication, cultural studies, economics, education, history, human geography, human rights, international relations, linguistics, law, political science, psychology, social psychology, sociology, business, commerce, finance or management, liberal art or humanities, science or engineering, development studies, social policy, social science, political economy or public policy, Law, Journalism and/or social work. (15%)

**PRIOR WORK EXPERIENCE:** Minimum of five years of progressively professional work experience in program design, management, implementation, and/or evaluation related to anti-corruption, democracy promotion, governance, human rights, media freedom, or rule of law is required. (30%)

**LANGUAGE PROFICIENCY:** Level 4 (fluent) in spoken and written English, and fluent Arabic is required. (10%)

**KNOWLEDGE:** A thorough knowledge of the structure, functioning, practices and environment of the Egyptian legal and judicial system, human rights practices, and/or democratic institutions in general is required. Good knowledge of Egyptian laws and decrees affecting the rule of law sector and democratic development in general is also required. Good knowledge of donor programming policies, regulations, procedures and documentation is required. (25%)

**SKILLS AND ABILITIES:** Excellent interpersonal skills, confidence, maturity and considerable tact/diplomacy to effectively develop and maintain an extensive range of high level contacts in the Egyptian Government and with other public and private organizations is required. Also required are excellent analytical skills; initiative and resourcefulness to effectively monitor and evaluate the achievement of assigned activities; and the ability to accurately and succinctly report on, both orally and in writing, developments in the area of assignment, and to identify the impact of political, economic, and/or social trends on USAID objectives and programs in the rule of law sector. Excellent organizational and managerial skills to plan, organize, and implement projects also are required. Further requirements include proficiency in using Microsoft software applications to draft

project documents and other needed reports; and the ability to work effectively in a team-based environment that demands balancing multiple tasks and collaborating with other technical officers within the office, within the wider Mission, and with concerned Embassy staff. Good negotiation skills, objectivity, and sound judgment to represent and explain USAID development policies and programs to GOE officials and civil society leaders and to explain and interpret host country attitudes, priorities, and concerns to senior USAID officials are required. (20%)

## **POSITION ELEMENTS**

A. Supervision Received: The incumbent receives broad guidance from the DG Office Director or designee. S/he operates with wide latitude in carrying out assigned duties and responsibilities, with review limited to achievement of policy and program objectives.

B. Available Guidelines: Guidelines include USAID's Automated Directive System (ADS), Mission Orders, Mission Notices, the AIDAR and FAR, USAID and USG program strategy and policy documents, the Operational Plan and the Mission Performance Plan (MPP).

C. Exercise of Judgment: S/he must exercise independent sound judgment in serving as the authorized representative and manager of rule of law activities; in making decisions concerning day-to-day implementation; in discussing and negotiating activities issues with senior GOE officials and civil society organizations; and in presenting Mission policies and regulations. The incumbent also must exercise sound judgment in evaluating portfolio accomplishments, and in assessing the overall impact of various developments on the effectiveness and objectives of USAID activities in the ROL/HR sector.

D. Authority to Make Commitments: The incumbent has extensive authority in his/her capacity as project manager and as the lead ROL/HR officer and COR/AOR, with the exception of financial commitments and policy matters, which must be based on prior approvals by an appropriate/authorized USDH officer.

E. Nature, Level and Purpose of Contacts: The incumbent regularly discusses program matters and negotiates with senior level GOE officials, including but not limited to the Minister of Justice and the First Assistants of the Ministries, the Prosecutor General, the First Assistant to the Prosecutor and other high ranking officials; as well as civil society members, senior staff of various contractors and grantees, and other donors. The incumbent also has regular contact with USAID Mission-wide and Embassy staff at all levels, while discussing and coordinating matters concerning the rule of law/human rights portfolio. S/he communicates and interprets for colleagues Egyptian attitudes and concerns, with regard to the rule of law/human rights sector and democracy in general.

F. Supervision Exercised: None.

## **SELECTION CRITERIA:**

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	15%
Experience*	30%
Language Proficiency*	10%
Knowledge*	25%
Skills & Abilities*	20%
TOTAL	100%

**\* As per details reflected under Qualifications above.**

## **RECRUITMENT PROCEDURES AND GUIDELINES:**

Qualified candidates who are interested in this vacancy should apply by submitting the following or the application will not be considered:

The Universal Application for Employment (UAE) DS-174 (link to instructions and applications:<http://egypt.usembassy.gov/hr.html>) **and an up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number by no later than COB of the application deadline noted above. The HR Office will disregard any submissions CV exceeding five pages and/or those received after the deadline.

**Applications and Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

**Candidates must provide in the application (DS-174) names of family members working in the Mission.**

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Neveen Elias or Lamiaa Hafez  
US Embassy, Cairo  
8, Kamal El Din Salah Street, Garden City  
Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)<mailto:[cairojobs@state.gov](mailto:cairojobs@state.gov)>

## POINT OF CONTACT

Neveen Elias or Lamiaa Hafez  
Telephone: 2797-3001  
FAX: 2797-2611

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

**Priority will be given to best qualified FSNs who have been involuntarily RIF'ed.**

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.